

California Housing Finance Agency

Job Opportunity

Staff Counsel Vacancy #159

Salary Range	\$4674-7828
Final File Date	Open until filled
Division	Office General Counsel
Specific Location	14 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Carol at 916-327-5172, clivecchi@calhfa.ca.gov , or Suzanne at 916-319-9718 or spratt@calhfa.ca.gov California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	<p>Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification.</p> <p>Please state your eligibility for this vacancy in Section 12 of your application.</p> <p>SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.</p>
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA.</p> <p>Please specify on your application that you are interested in vacancy #159, Staff Counsel (or Deputy Attorney General).</p>
<p>Duties</p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>Under the general direction of the General Counsel, the Staff Counsel perform the following tasks:</p> <p><u>Essential Functions include, but are not limited to, the following:</u></p> <ul style="list-style-type: none"> 25% Reviews loan documents submitted to the Agency in support of loan applications for financial assistance under the financing programs of the Agency. Responsible for drafting Agency loan and program documents, and making findings of legal consistency with statutory authority and Agency regulations and policies. 15% Provides advice or legal opinions to Agency management or members of the public on legal issues relating to the Agency's programs and procedures. 15% Conducts legal research as directed. 10% Assists the General Counsel in representing the Agency before the State Legislature, other State departments and agencies, the U.S. Department of Housing and Urban Development, local governing bodies, and appropriate private sector persons and organizations. 10% Reviews and interprets Federal, State and local statutes, ordinances and regulations affecting Agency operations. 5% Drafts, reviews and determines the legal sufficiency of legal documents prepared in connection with the issuance by the Agency of bonds and other debt obligations. Coordinates closely with Agency bond counsel in this regard. 5% Drafts Agency regulations. 5% Analyzes and drafts legislation. 5% Interprets relevant, Agency-related statutory provisions and regulations for the staff, Board of Directors and other persons dealing with the

	Agency. <u>Marginal Functions:</u> 5% Performs other duties as required.
5/23/2007	